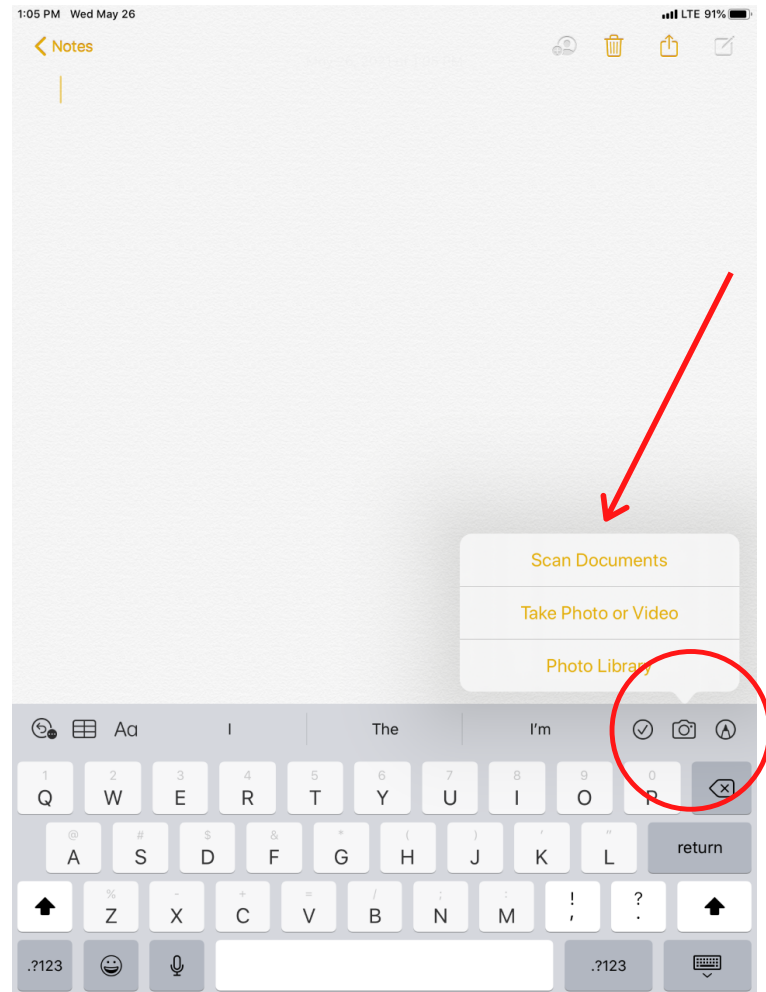
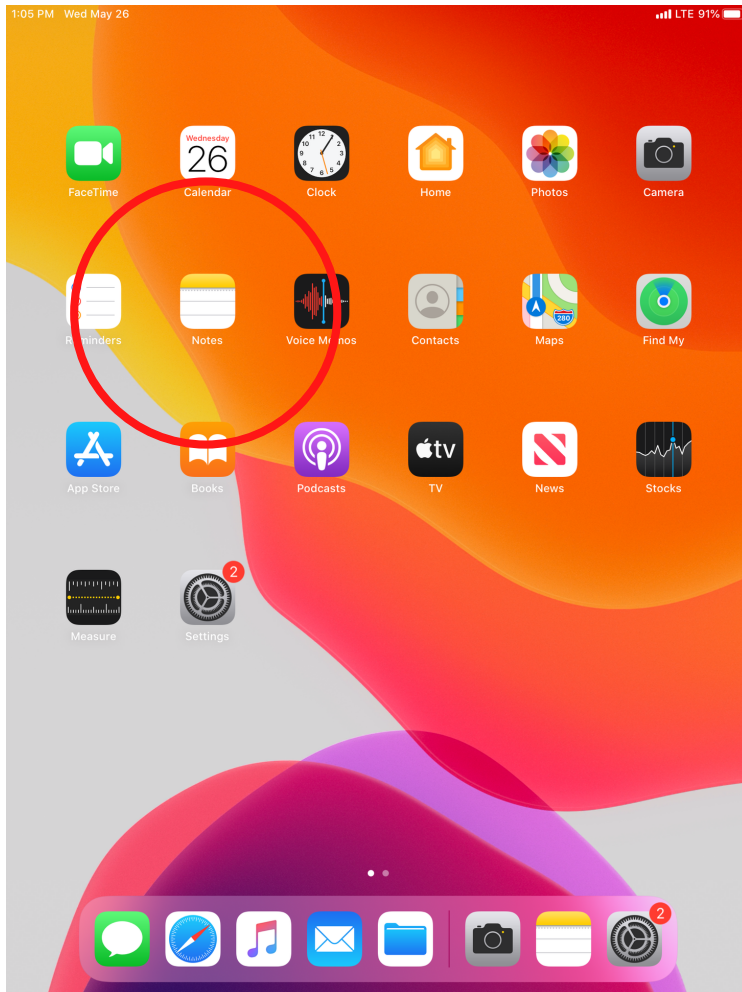


How to scan documents using the Notes app

1 Open the Notes app
Click on the square icon with a pencil in it (located on the bottom right icon) to create a new note

2 Open the camera icon
Click on "Scan Documents"



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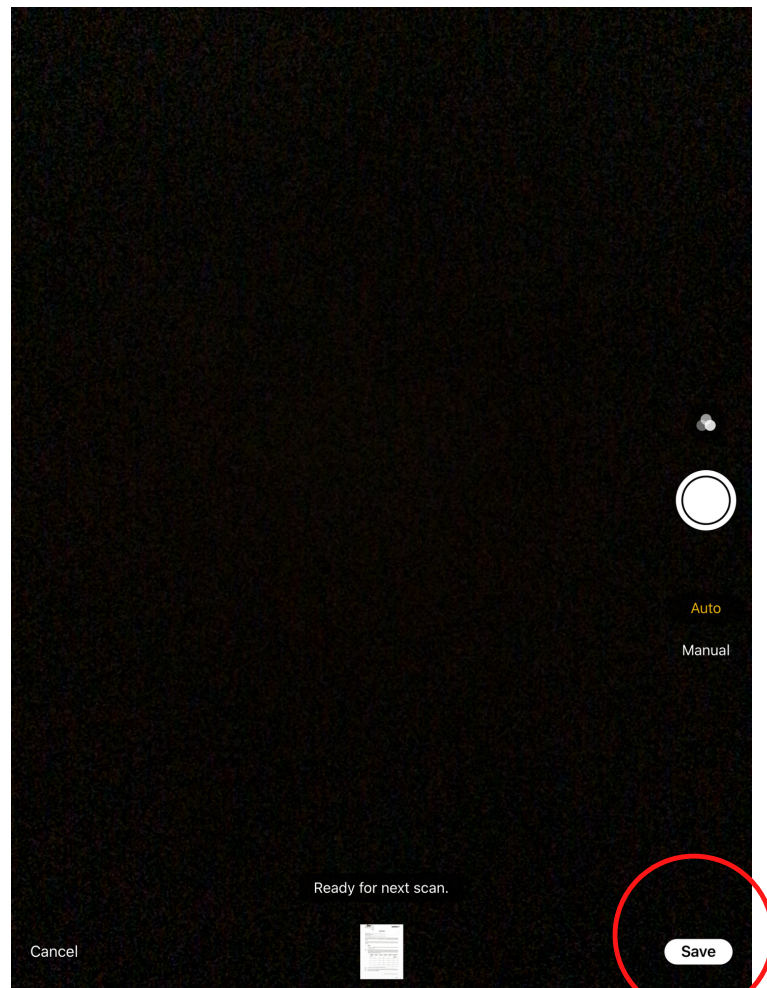
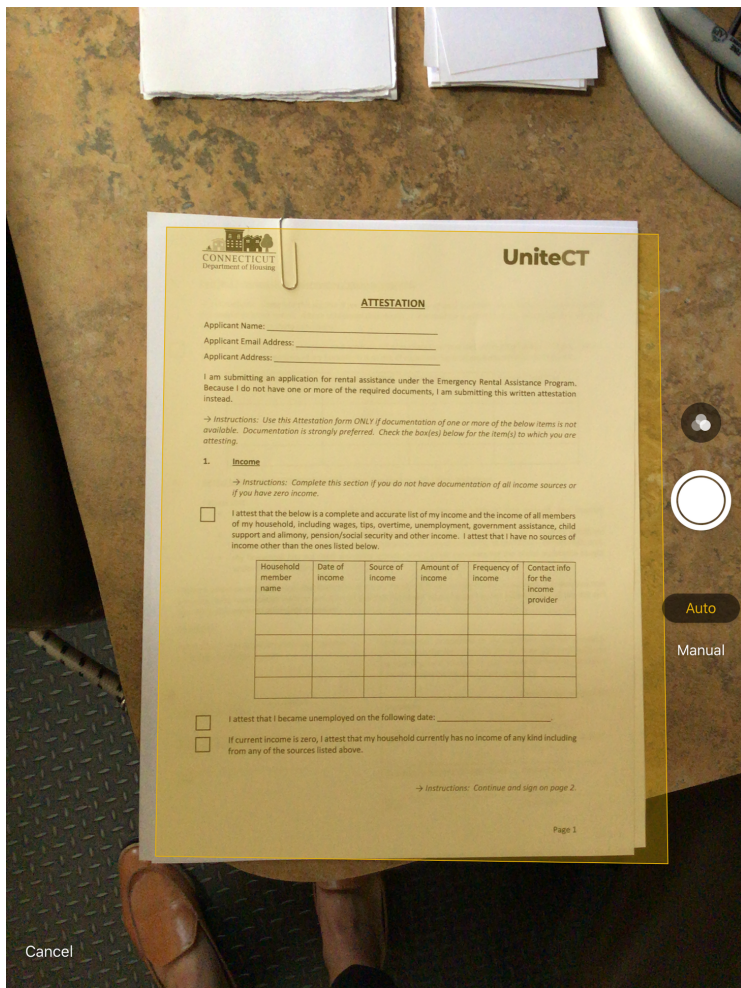
How to scan documents using the Notes app

3 Scan documents

For convenience, the app will create borders around your document. Once you take the pictures, you can adjust the borders of the file by dragging each corner.

4 Finalize your scan

Upload all pages of the document. Once you are done, click save in the bottom right corner. Now, your file is ready for export.



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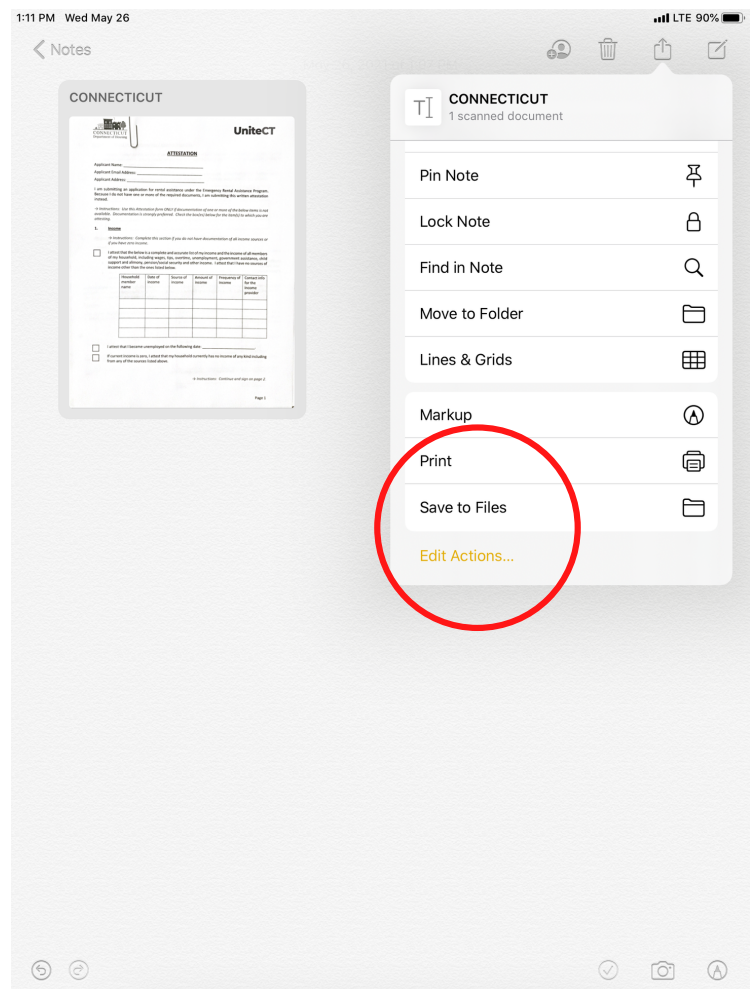
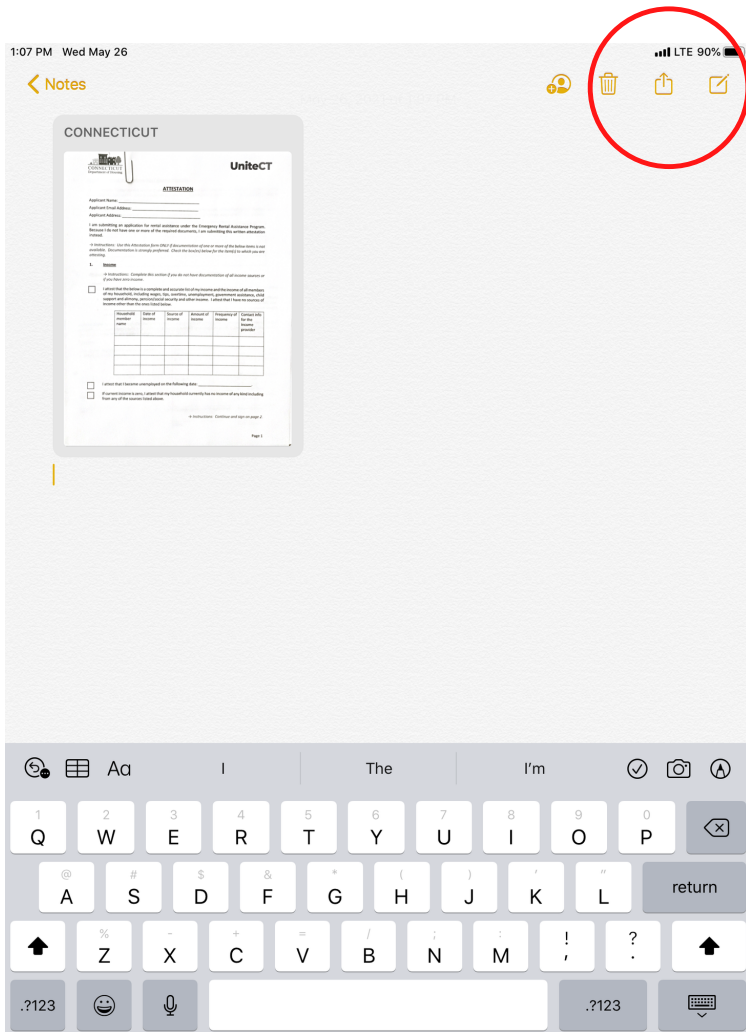
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How to scan documents using the Notes app

5 Export the file
To export, click on the paper icon with an arrow coming out of it.

6 Click "Save to Files"
This will allow you to save the scanned document to your iPad or phone.



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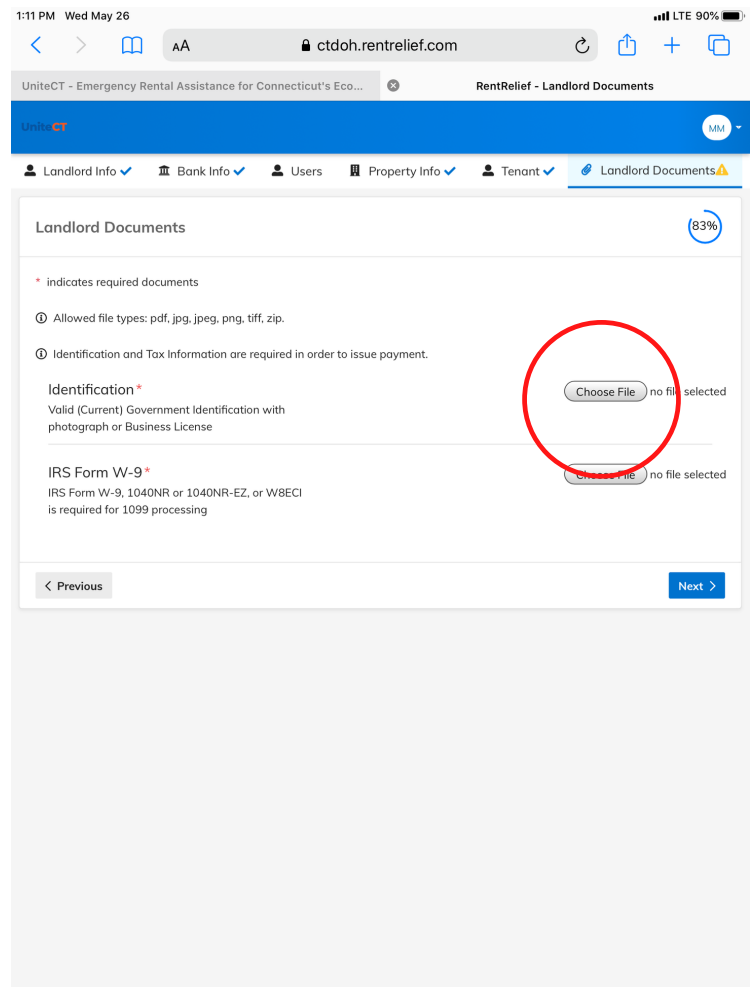
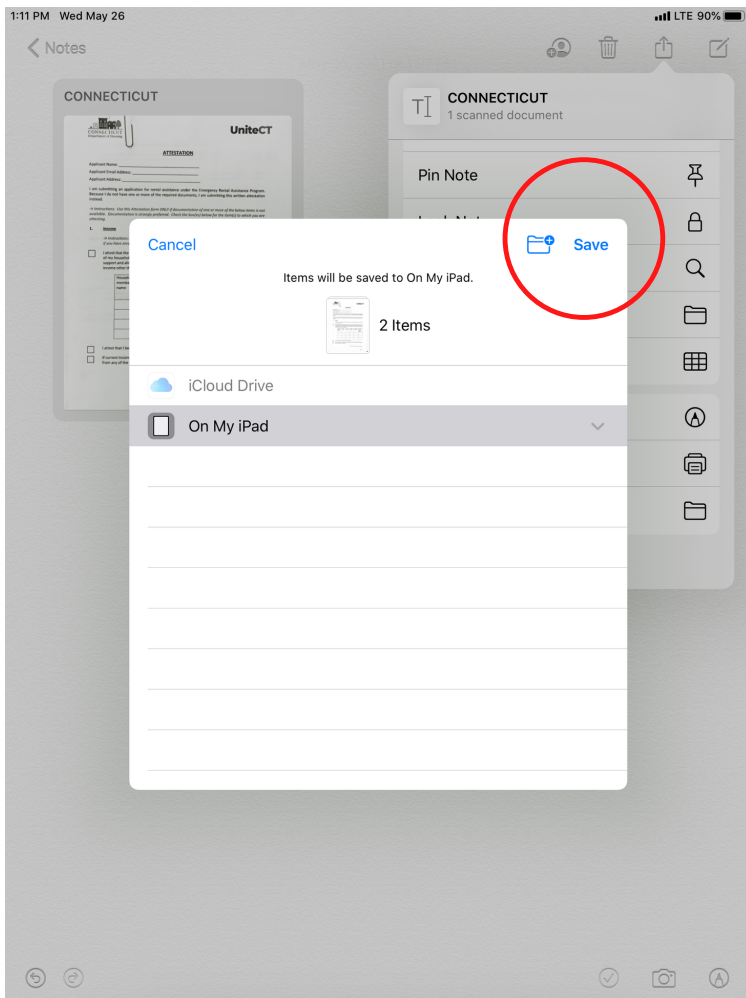
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How to scan documents using the Notes app

7 Click save
This will save the document to your device.

8 Login to your account on Yardi
Go to the section where you want to upload documents. Click "choose file."



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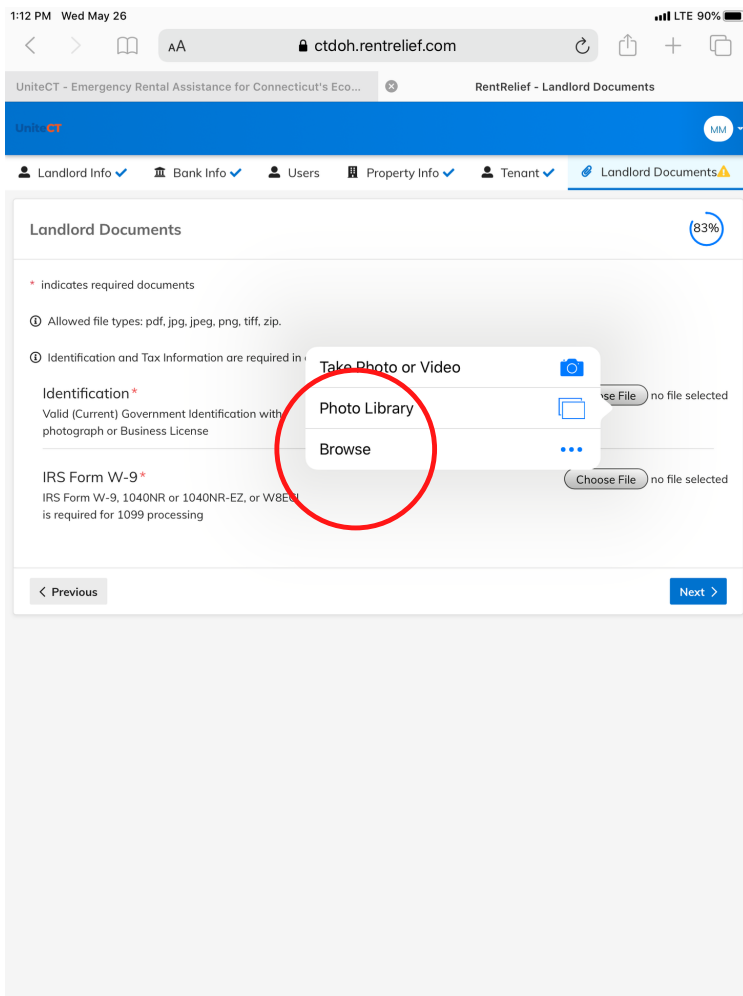
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How to scan documents using the Notes app

9 Click "browse" and upload the document

10 Your document has been uploaded successfully



1:12 PM Wed May 26 ctdoh.rentrelief.com

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Landlord Info Bank Info Users Property Info Tenant Landlord Documents

Landlord Documents (83%)

* indicates required documents

① Allowed file types: pdf, jpg, jpeg, png, tiff, zip.

② Identification and Tax Information are required in order to issue payment.

Identification *
Valid (Current) Government Identification with photograph or Business License

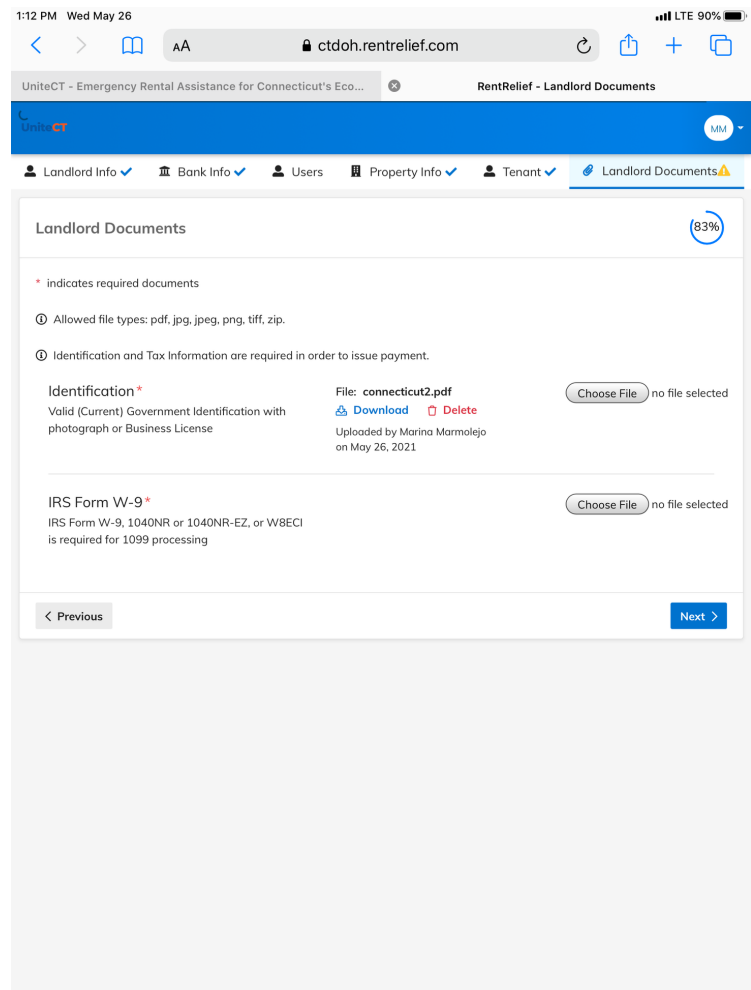
IRS Form W-9 *
IRS Form W-9, 1040NR or 1040NR-EZ, or W8BEN-E is required for 1099 processing

Take Photo or Video
Photo Library
Browse

Choose File no file selected

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Landlord Info Bank Info Users Property Info Tenant Landlord Documents

Landlord Documents (83%)

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① Allowed file types: pdf, jpg, jpeg, png, tiff, zip.

② Identification and Tax Information are required in order to issue payment.

Identification *
Valid (Current) Government Identification with photograph or Business License

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Uploaded by Marina Marmolejo on May 26, 2021

IRS Form W-9 *
IRS Form W-9, 1040NR or 1040NR-EZ, or W8BEN-E is required for 1099 processing

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